

Section IV

DA Form 3647

9–15. General purpose

DA Form 3647 or CHCS automated equivalent is a medical and administrative summary of each case and will be prepared for each case that requires an ITR. (For CRO cases, DA Form 3647 or CHCS automated equivalent may be the entire ITR.) DA Form 3647 or CHCS automated equivalent is also an essential document for HRECs and OTRs and serves as a source document for statistical information of major military and medical interest. In facilities using CHCS, an automated version of DA Form 3647 may be used.

9–16. Use

Paragraph 9–1a names the kinds of MTFs that use DA Form 3647 or CHCS automated equivalent. In addition, DA Form 3647 may be used in overseas commands by clearing stations chosen and staffed to be run as nonfixed hospitals. The theater surgeon will determine if these holding stations will use DA Form 3647 or CHCS automated equivalent by the mission and function of the holding unit. When such units serve only as a triage on an airfield holding point, DA Form 3647 or CHCS automated equivalent is not needed; a note on the patient's medical record giving the date and name of the holding station is sufficient.

9–17. Initiation and disposition

DA Form 3647 or CHCS automated equivalent is initiated when a patient is admitted to the MTF and completed when the patient is transferred, is discharged, dies, or is a CRO case. The original copy of the completed DA Form 3647 or CHCS automated equivalent and the optional worksheet copy of the DA Form 3647 will both be filed in the ITR, with the worksheet, if used, inserted behind the original. If the worksheet is legible, it can serve as the original and be machine copied. For allied and neutral military personnel, an additional copy is filed with the ITR. A copy of the DA Form 3647 or CHCS automated equivalent and SF 502 (when prepared) will also be filed in HRECs and OTRs. Copies of DA Form 3647 or CHCS automated equivalent and SF 502 on PHS or Coast Guard commissioned corps officers should be forwarded to Medical Branch, 5600 Fishers Lane, Parklawn Building, Room 4–35, Rockville, MD 20857–0435.

9–18. Preparation

Instructions for completing DA Form 3647 or CHCS automated equivalent are found in the IPDS User's Manual. Also see the ICD–9–CM and the Tri-Service Disease and Procedure ICD–9–CM Coding Guidelines. Diagnostic entries on the worksheet copy of DA Form 3647 or CHCS automated equivalent will be made only by the attending physician, dentist, podiatrist, or midwife in charge of the case. In addition, only these people will sign the worksheet copy or final DA Form 3647 or CHCS automated equivalent.

9–19. Corrections and corrected copies

Corrections to DA Form 3647 or CHCS automated equivalent will be made when necessary. (See para 3–4e.)

